UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service

GENERAL INSTRUCTIONS FOR CLASSIFICATION AND TABULATION OF THE CROP, CARRY-OVER, AND ORGANIZED GROUPS SEASON 1940-41

Washington, D. C.
June, 1940

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service
Washington, D. C.

CONTENTS

June 1940

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service

Instructions to Cotton Classers
and Others Connected with the Work of Preparing Reports on the
Grade, Staple Length, and Tenderability of the Carry-over, 1940

POSSIBLE CHANGE OF PROCEDURE

Because of changes in storage, classification, ownership and other factors relating to loan stock and barter cotton it may become necessary to change this procedure as outlined. In case changes in procedure are necessary these instructions will be modified by letter or other appropriate method.

ORGANIZATION

For purposes of obtaining carry-over information, the country has been divided into thirteen districts, and the classification work in each district will be supervised from a branch office in the district. The districts, headquarters, and officers in charge are as follows:

District	Headquarters	Name	Address
Maryland, Virginia and all States North and Northeast of these two States	Washington, D. C.	W. B. Lanham	U. S. Department of Agriculture, Agricultural Marketing Service, Division of Cotton Marketing, Washington, D. C.
Charleston, S. C.	Charleston, S. C.	W. I. Holt	P. O. Box 499, x/ Room 12, Adgers Wharf Office Bldg., Charleston, S. C.
Georgia, except Savannah; Florida, except Jacksonville, Panama City, and Pensacola; North Carolina; South Carolina, except Charleston; Alabama, except Mobile	Atlanta, Georgia	Joe H. McLure	Room 601, 441 W. Peachtree street, Atlanta, Georgia

x/ Telegraph address

District	Headquarters	Name	Address
Savannah, Georgia; and Jacksonville, Florida	Savannah, Georgia	P. I. Barnes	P. O. Box 154 x/ 9 East Bay street, Savannah, Georgia
Mobile, Alabama; and Pensacola and Panama City, Florida	Mobile, Alabama	Chairman, Board of Cotton Examiners	P. O. Box 1632, x/ 62-64 N. Commerce street, Mobile, Alabama
New Orleans, Louisiana	New Orleans, La.	Chairman, Board of Cotton Examiners	940 Perdido street, New Orleans, Louisiana
Louisiana, except New Orleans; Mississippi; Arkansas; Tennessee; Missouri; and all States due North of Missouri and Tennessee	Memphis, Tennessee	H. K. Tinsley	P. O. Box 363, x/ 1111 Falls Building, Memphis, Tennessee
Oklahoma and that part of Texas that is included in the Dallas territory, which is as follows: Subdistricts A, C, and D of District 2; Subdistricts A and B of District 3; Subdistricts A, B, C, D, E, and F of District 4; Subdistricts A, B, C, D, and E of District 5	Dallas, Texas	J. R. Kennedy	P. O. Box 1369 x/ 500 New Federal Building, Dallas, Texas
That part of Texas not assigned to the Dallas, El Paso, Houston, and Galveston offices	Austin, Texas	Wm. Page	P. O. Box 1140 x/ Building "K", Little Campus, 19th & Red River street, Austin, Texas

x/ Telegraph address

District	Headquarters	Name	Address
Houston and Beaumont	Houston, Texas	Howard Roberts	406 Main Post Office Building, Houston, Texas
Galveston and Texas City, Texas	Galveston, Texas	L. E. Dowd	701 Post Office Building, Galveston, Texas
Western Texas, West of Pecos River, and States west of Texas	El Paso, Texas	G. E. Miller	509 U. S. Court House, El Paso, Texas

x/ Telegraph address

SCHEDULES AND FORMS

Three sets of schedules will be mailed from Washington on or about July 27 to obtain information as to location, ownership, and quality of the cotton in the carry-over, all schedules to be filled out and returned on August 1, as follows:

1. Form No. 1 - Schedule to merchants and factors asking for the number of bales of cotton on hand by grade and staple length. Also the location of the samples. Merchants will be requested to make a separate return on certificated cotton.

2. Form No. 2 - Schedule to warehousemen and compressmen asking for all names and addresses of owners or depositors of the cotton stored in their warehouses.

3. Form No. 3 - Schedule to cotton mills asking for the number of bales of cotton on hand by grade and staple length.

Each warehouseman, merchant, factor, and mill will be asked to send the completed schedule to a specified address.

Each field office will be supplied by the Washington office with a complete list of names and addresses of those in its district to whom schedules have been sent. The serial numbers of the schedules will also be shown on this list.

The date of receipt of each schedule in the field office and the number of bales in their location shall be recorded on the list. The officer in charge of each office shall be responsible for making a proper accounting of all the cotton in the district.

The officer in charge of each office shall arrange itineraries, prior to August 1, where practicable, for the classers and other fieldmen under his supervision.

The classers who class cotton away from classing offices will be supplied with forms for making daily reports, in duplicate, one copy for Washington and one for district headquarters. This form provides space for date, code numbers for classer and State, and name of city or town as well as columns for listing bales reported, samples classed, and bales represented for each of the respective types of storage such as mills and interior or port warehouses. Separate entries shall be made for each establishment completed. The originals shall be mailed each night to Washington, and the copies to the officer in charge of the district. Cotton classed in Cotton Quality Statistics and Classing offices will be reported on the regular weekly report form with the notation "Carry-over" being written in.

PROCEDURE IN OBTAINING SAMPLES AND CLASSING COTTON

If so requested by any warehouseman or owner, the classer shall help him fill out the schedule sent from Washington, if convenient to do so. In every instance the classer shall be responsible for seeing that a properly executed schedule has been obtained from each establishment assigned to him before reporting the establishment as having been checked.

Insofar as possible the classer shall verify the number of bales reported by each holder of cotton with the number of bales in his warehouse. All cotton will be classed according to the official cotton standards and recorded in terms of these standards. Cotton that is of such low quality that it cannot be described in terms of the standards will be given the designation "Below grade."

Where representative samples are readily available and accessible the classer shall use them in the classification check-up on carry-over stocks.

All cotton should be checked on, including Government loan cotton, unless otherwise instructed and unless the stocks in a given storage are too small to justify the expense and time that would be involved in making the classification. Whenever stocks are checked, the number of samples classed should be sufficient to furnish a representative cross section of the different qualities. Samples representing from 5 to 10 percent of the stocks will usually be adequate.

The classing of samples representing cotton which is located at another point shall be reported by the officer in charge of the district in which the bales are stored and not by the office classing the samples. The classification sheets covering such cotton shall be forwarded by the classer through his own headquarters' office to the officer who requested the classification. If samples are found representing cotton stored in another district, it is not necessary to class them unless a request has been made from the area in which the cotton is stored.

Notifying Warehousemen and Operators of Consuming Establishments in Advance of Classers' Visit

Classers who will visit warehouses and consuming establishments to class carry-over cotton will be furnished a supply of franked post cards on which to notify the owners of the establishments of the approximate date they expect to visit their establishments and request that samples be available at that time.

Check-up on Port Stocks

It is believed that samples of most of the cotton stored in port markets will be available for classification at the offices or classing rooms of the owners at these markets. With the aid of the lists furnished by the warehouses and the reports submitted by the merchants and factors the classer shall contact the merchants and factors and, wherever feasible, shall class the samples in their possession if available there, or at any other point within the district. If the samples are not available within the district but are available in another district the officer in charge shall send a list of such cotton to the person in charge of the headquarters office for the district in which the samples are located, with instructions to have the samples classed and the class sheets returned to the officer making the report. The classification of the cotton shall be reported by the officer in charge of the district in which the cotton is stored and not by the officer in charge of the district in which the samples or the owners are located.

Where samples for a particular warehouse cannot be located in sufficient quantity, say where they represent less than 60 percent of the cotton, such samples shall be disregarded, and the classer shall make the usual check-up.

Certificated Stocks

Cotton at Charleston, Savannah, New Orleans, Mobile, Houston, Norfolk, and Galveston which has been certificated as tenderable on futures contracts and which is included in the local inspection bureau's record of tenderable cotton at these markets on August 1, shall not be classed.

Opposite all items of such cotton listed on the owner's schedule the classer shall write the word "Certificated." Each classer shall make the necessary inquiries to insure identification of all such certificated cotton.

Check-up on Interior Stocks

During the period in which they are engaged in signing gins for the 1940 crop, and to the extent which that work will permit, the fieldmen shall visit as many warehouses as possible in their respective territories and shall procure or shall arrange for procurement of, under immediate supervision, samples of 5 to 10 percent of the carry-over cotton, or samples of 5 to 10 percent of any cotton which may be in the warehouses at the time, and shall have them sent to the headquarters' offices for classification. At the time of sampling, an identifying tag will be placed in each sample. For this purpose use old crop coupon tags. Each fieldman shall keep his headquarters' office informed of such visits so as to avoid both unnecessary travel and duplicate classification.

In case cotton owned by a mill is found in public storage, it should be reported as warehouse cotton but a notation should be made on the class sheet that it is owned by _____ consuming establishment.

The procedure to be observed in checking on stocks in interior warehouses not represented by samples procured by fieldmen and forwarded to field offices for classification is described in the section entitled "Procedure to be Followed When There is Doubt Regarding the Need for Making the Classification Check-up."

Check-up on Mill Stocks

When a classer visits a mill, he shall verify the reports of cotton carried over by checking each separate lot of cotton appearing on the mill schedule and by showing the corrections to represent each individual lot. These corrections should indicate the number of bales of each corrected classification rather than the percentage of the lot. If percentages are used at the time of checking they are to be converted into bales before forwarding the schedule to the Washington office. The classer will write an identification number for each lot of cotton appearing on the schedule. For example, on the schedule obtained from the mill, suppose there are listed two lots of cotton as follows:

Lot No. 1	100	M.	1-1/8 inches
Lot No. 2	200	S.M.	1 inch

A classer's corrections for each lot, showing lot number, might be as follows:

Lot No. 1	20	M.	1-1/16 inches
	65	M.	1-3/32 inches
	15	S.M.	1-1/8 inches

Lot No. 2	75	S. M.	15/16 inch
	25	M.	31/32 inch
	100	S. M.	1 inch

When the stocks of a mill have been checked, the classer shall write the number of samples classed, date and his code number and initials on the mill schedule.

In case cotton owned by cotton merchants or farmers is found in mill warehouses, it shall be reported as mill storage, but a notation shall be made on the classification sheet stating that it is owned by _ _ _ _ _ _ _ _ , cotton merchant or farmer, as the case may be.

Check-up on Farm Stocks

The classers, as they drive from town to town, shall locate all cotton on farms, when feasible and without any appreciable additional expense. If necessary, these bales shall be counted and the stocks classed in the usual way.

PAYMENT FOR LABOR IN PROCURING SAMPLES OF COTTON STORED IN INTERIOR WAREHOUSES

Fieldmen are authorized, where necessary, to hire labor to draw samples for classification. Where the samples are shipped from the warehouse to a field office for classification, the transportation charges will be paid by the Government. In case the warehouseman is custodian of the property and specifically requests the return of the samples, they may be returned at his expense. In case there are no labor charges for securing of samples and the warehouseman specifically requests that they be returned, they may be returned with the transportation charges paid by the Government.

PROCEDURE TO BE FOLLOWED WHEN THERE IS DOUBT REGARDING THE NEED FOR MAKING THE CLASSIFICATION CHECK-UP

There may be a number of points within a given territory which report as many as 1500 bales for which samples were not procured by field men and for which broker's samples are not available. If, in the opinion of the officer in charge, these stocks should be included in the check-up, a classer may be sent to sample such points provided the expense is not excessive. If in doubt as to the advisability of sending a classer to visit such warehouse or warehouses, or mills, a list of such points with an estimate of expense should be submitted to Washington for approval before the trip is made, together with such other information as is available which might be helpful in determining whether or not the stocks should be checked.

PREPARATION OF CLASSIFICATION SHEETS

General

Classification sheets shall be filled out for all lots classed except owners' and mill operators' schedules which have been verified and initialed by our classers.

Prepare separate classification sheets for American Upland, non-rain grown, American Sea-Island, American-Egyptian, and each growth of foreign cotton; for each type of storage; and for each even-running lot of 100 bales or more. In other words, no classification sheet shall contain a record of the classification of cotton of more than one growth, or of more than one type of storage, or of more than one even-running lot of 100 bales or more. Classification sheets covering more than one even-running lot of less than 100 bales should show plainly, in any convenient place on the sheet, the number of lots, the number of bales in each lot, the number of bales classed of each lot; the color, grade, and staple of the cotton classed should be shown separately for each lot.

Fill in the blank spaces in the heading of the classification sheet, including the date, name, and address of the owner of the cotton or warehouse; number of bales in the lot; the number of samples classed; and type of storage (Stock code) and State. Make no entry in the space opposite the word "City." Do not detach stub. If the cotton is not grouped by marks, or if grouping is not otherwise indicated, write the word "None" in the space provided for the recording of the mark. Each class sheet shall be initialed by the classer and the recorder.

In reporting on the classing of stocks in warehouses, care must be exercised not to include in the total number of bales shown on the class sheet any merchant's stock for which a separate report has been sent in by the merchant. In the space following "No. B/C", record the actual number of bales represented by the samples classed and not the total number of bales in the warehouse, unless the two totals are the same. In the space for "No. Samples Classed", show only the total number of samples actually classed.

In classing cotton in other than our classing rooms do not write tag numbers or bale numbers on the classification sheet. Use the usual code numbers in recording the color (standard), grade, and staple. The official Cotton Standards for grade shall be the basis of classification as to grade, and all classifications will be recorded in terms of the official standards for grade and staple, as explained in the section entitled "Procedure in Obtaining Samples and Classing Cotton."

TENDERABILITY OF CARRY-OVER STOCKS

Because of changes in the futures contracts(Section 5 of the U. S. Cotton Futures Act) it will be necessary that classers checking the carry-over show reductions for preparation and character as applicable to either grade or staple or both. This applies to all classification of carry-over stocks of upland cotton. The grade and color will be recorded on the classification sheet in the "Color" column and reductions for preparation in the "Grade" column. Reductions in staple will be recorded after the length in the "Length" column, as was done on the crop class sheets.

Also, where possible, classers are to indicate lots which consist of non-rain grown cotton. The notation N.-R.-G. should be placed on the classification sheet. Make separate sheets for all non-rain grown cotton. Do not place lots of non-rain grown cotton on sheets with other growths.

FOREIGN COTTON

In recording bales of foreign cotton, write in the column headed "Color" the code number indicating the growth. Designate length in thirty-seconds of an inch in the column headed "Length." Make no entries in the "Grade" column for bales of foreign cotton.

MAILING CLASSIFICATION SHEETS AND REPORTS

At the close of each day's work, or when the check-up of an establishment is completed, attach each owner's list (or the warehouseman's list if the owner's list is not available) to the classification sheets covering his cotton and mail the classification sheets and the duplicate copy of the daily report to the officer in charge of your district. Mail the original of the daily report to W. B. Lanham, U. S. Department of Agriculture, Agricultural Marketing Service, Division of Cotton Marketing, Washington, D. C.

Stamp or write the words "Classification Sheets" on the envelope containing the classification sheets. Under the words "Classification Sheets" write the sheet numbers included, as "Nos. 125 to 150, inclusive."

CHECK SAMPLES

Procedure to be Observed when Carry-over Samples are Classed at the Field Offices

A regular classification check sheet, with the words "Carry-over" stamped at the top of the sheet, shall be used for recording the classification of the check samples. It provides space for the owner's, the classer's, and the Board's classification. Each sheet shall be made out by the classer in triplicate and all three copies shall be sent to the Board of

Supervising Cotton Examiners, 1132 Falls Building, Memphis, Tennessee. In assigning lot numbers to carry-over check samples the lots should be numbered consecutively commencing with number 1, the office code letter being affixed thereto.

The check samples shall be classed promptly by the Board of Supervising Cotton Examiners and a record of the Board's classification of each lot shall be made on the classification check sheet. The original will be retained by the Supervising Board for its files, one copy will be mailed to the classer, and one copy will be mailed to R. E. Betts, U. S. Department of Agriculture, Agricultural Marketing Service, Division of Cotton Marketing, Washington, D. C., along with a daily analysis of the differences between the classifications.

Check samples of carry-over cotton classed in branch or field offices will be selected in the same manner as check samples from the crop. The officer in charge of each office, or some person designated by him for this purpose, will select a sack of samples at random at the close of each day's work from the sacks of samples classed by each classer or committee in the office. These samples will have been classed already, without the classer being advised that they are to be used as check samples. A tag showing the office letter will be placed in the sack, tags to be numbered consecutively beginning with number 1. The office letter is the same letter as appears on the tag numbers. At the end of the day, record in triplicate from the classification sheets on classification check sheets that will be furnished, the following information: tag number, classer, or committee, office, date, sample numbers, composite grade, standard, length, and any special conditions. The original and both copies will be mailed to The Statistician, c/o the Board of Supervising Cotton Examiners, Memphis, Tennessee. The sack, or sacks, of samples will be mailed under separate cover to the Board of Supervising Cotton Examiners at Memphis.

HANDLING OF CARRY-OVER CHECK SAMPLES BY THE BOARD OF SUPERVISING COTTON EXAMINERS

When the samples are received from the field offices, they will be classed and the classification recorded. The samples will be returned to the officer in charge of the headquarters' office of the originating district, and the classification sheets will be given to the statistician.

The Board of Supervising Cotton Examiner's classification will be copied on the classification sheets furnished the statistician by the field offices containing the field office classification. The original will be retained for the statistician's files, one copy will be returned to the classer through the officer in charge of the originating office, and one copy will be forwarded to R. E. Betts, U. S. Department of Agriculture, Agricultural Marketing Service, Division of Cotton Marketing, Washington, D.C.,

along with a daily analysis of the differences between the two classifications.

CONFIDENTIAL NATURE OF INFORMATION OBTAINED

Every employee of the Division of Cotton Marketing engaged in the work incident to the classification of the carry-over is instructed to read carefully the law authorizing the work and to be guided accordingly. Particular attention is directed to Section 2. It reads as follows:

> "Section 2. That the information furnished by any individual establishment under the provisions of this Act shall be considered as strictly confidential and shall be used only for the statistical purpose for which it is supplied. Any employee of the Department of Agriculture who, without the written authority of the Secretary of Agriculture, shall publish or communicate any information given into his possession by reason of his employment under the provisions of this Act shall be guilty of a misdemeanor and shall, upon conviction thereof, be fined not less than $300 or more than $1,000, or imprisoned for a period of not exceeding one year, or both so fined and imprisoned, at the discretion of the court."

CARRY-OVER CLASSIFICATION CODE - 1940

(A) STORAGE (STOCK CODE) will be designated as follows:

Type	Code No.
Public Storage, Port Warehouses	1
Public Storage, Interior Warehouses . .	2
Mill Warehouses	3
Farms	4

The following cities will be considered as ports:

Mobile, Alabama	New Orleans, Louisiana	Providence, Rhode Island
Los Angeles, California	Portland, Maine	Charleston, S. Carolina
San Francisco, California	Baltimore, Maryland	Beaumont, Texas
San Pedro, California	Boston, Massachusetts	Brownsville, Texas
Jacksonville, Florida	Fall River, Massachusetts	Corpus Christi, Texas
Panama City, Florida	New Bedford, Massachusetts	Galveston, Texas
Pensacola, Florida	Gulfport Mississippi	Houston, Texas
Brunswick, Georgia	New York, New York	Texas City, Texas
Savannah, Georgia	Wilmington, N. Carolina	Norfolk, Virginia
Lake Charles, Louisiana		Philadelphia, Pa.

CARRY-OVER CLASSIFICATION CODE - 1940 (Continued)

B. GRADES AND COLORS

(a) Upland

	Code
Extra White - Color 1	
Good Middling	31
Strict Middling	41
Middling	51
Strict Low Middling	61
Low Middling	71
Strict Good Ordinary	81
Good Ordinary	91
White - Color 2	
Middling Fair	12
Strict Good Middling	22
Good Middling	32
Strict Middling	42
Middling	52
Strict Low Middling	62
Low Middling	72
Strict Good Ordinary	82
Good Ordinary	92
Spotted - Color 3	
Good Middling	33
Strict Middling	43
Middling	53
Strict Low Middling	63
Low Middling	73
Tinged - Color 4	
Good Middling	34
Strict Middling	44
Middling	54
Strict Low Middling	64
Low Middling	74
Yellow Stained - Color 5	
Good Middling	35
Strict Middling	45
Middling	55
Gray - Color 6	
Good Middling	36
Strict Middling	46
Middling	56
Below grade - Color 7	107

(b) Color-Group designations will be as follows:

Color	Code
Extra White	1
White	2
Spotted	3
Tinged	4
Yellow Stained	5
Gray	6
"Below grade", upland	7
American Egyptian	
Pima	10
SXP	30
Egyptian	11
Peruvian	12
Chinese	13
British Indian	14
Other foreign	15
Sea-Island (U. S. Growth)	20

(c) American Egyptian
(Pima - Color 10)
(SXP - Color 30)

No. 1	1
No. 1½	2
No. 2	3
No. 2½	4
No. 3	5
No. 3½	6
No. 4	7
No. 4½	8
No. 5	9
Below grade	10

(d) Sea-Island (U. S. Growth)
(Color 20)

No. 1	1
No. 1½	2
No. 2	3
No. 2½	4
No. 3	5
No. 3½	6
No. 4	7
No. 4½	8
No. 5	9
No. 5½	10
No. 6	11
Below grade	12

CARRY-OVER CLASSIFICATION CODE - 1940 (Continued)

C. PREPARATION

1. Cotton shorter than 1-1/8 inches

	Code
Smooth	1
Normal	2
No. 1 Reduced one grade	3
No. 2 Reduced two grades.	4
No. 3 Reduced more than two grades. (Gin cut)	5

2. Cotton 1-1/8 inches and longer

A.	1
B.	2
C.	3
D.	4
Gin cut.	5

D. STAPLE will be designated as follows:

Length (inches)	Code	Length (inches)	Code
No staple	22	1-9/32	41
3/4 and shorter . .	24	1-5/16	42
13/16	26	1-11/32.	43
7/8	28	1-3/8.	44
29/32	29	1-13/32.	45
15/16	30	1-7/16	46
31/32	31	1-15/32.	47
1	32	1-1/2.	48
1-1/32.	33	1-17/32.	49
1-1/16.	34	1-9/16	50
1-3/32.	35	1-19/32.	51
1-1/8	36	1-5/8.	52
1-5/32.	37	1-21/32.	53
1-3/16.	38	1-11/16.	54
1-7/32.	39	1-23/32.	55
1-1/4	40	1-3/4 and longer .	56

E. CHARACTER will be designated as follows:

Weak . . . . . W

Weak: Samples containing weak fibres will be classed for staple as weak staple. The reduction in length will be in degrees of 1/32 inch. To show this information on the classification sheet the code letter W1, W2, W3, et cetera, depending on the amount of reduction, should be recorded immediately following the staple code in the staple length column. (Example, 33 W1.) This indicates that the length assigned is 1-1/32 inches that has been reduced from 1-1/16 inches on account of weak staple.

CODE NOS. ASSIGNED TO CLASSERS

Code No.	Name	Code No.	Name
1.	Killingsworth, C. E.	32.	Johnson, James I.
2.	Clark, C. E.	34.	Robertson, H. C.
3.	Smith, T. F.	35.	Stiles, Marshall F.
4.	Earle, D. E.	36.	Busby, Ben I.
6.	Hardin, R. A.	38.	Holman, S. W.
7.	Dial, F. S.	41.	Roberts, Howard
8.	Brownell, B. M.	42.	McGehee, V. I.
9.	Gough, A. B.	44.	Francis, R. L.
10.	Morrison, F. W.	45.	Butterworth, Hughes
11.	Doremus, J. W.	46.	Grimball, John B.
14.	Poulton, A. C.	47.	Lackey, L.
16.	Buffington, E. F.	48.	Myers, Lewis
17.	Kohlheim, P. R.	49.	Thompson, H. W.
18.	Griffin, J. C.	50.	Tobey, Clarence
19.	Kause, R. L.	51.	Montgomery, W. H.
20.	Byrnes, J. M.	52.	Holt, Wm. I.
22.	Slade, H. C.	53.	Person, Ben V.
23.	Martin, J. G.	54.	Nelb, A. W.
25.	Pease, B.	55.	Taylor, H. F.
26.	Barnes, P. I.	56.	Stewart, M. M.
29.	Dowd, L. E.	57.	Hines, B. H.
30.	Griffith, D. C.	100.	Craig, R. A.
31.	Hans, John O.	101.	Moriarty, J. T.
102.	Smith, A. L.	506.	Jeffress, W. M.
107.	Miller, J. K.	507.	Barry, P. K.
500.	Matejowsky, H. J.	508.	Montfort, D. T.
502.	Wilhite, D. R.	509.	Albritten, J. A.
503.	Parker, E. G.	510.	Buchanan, L. O.
504.	Crittendon, L. C.	518.	Marshall, M. C.
505.	Connolly, H. G.	519.	Wickes, H. E.

544. Braden, A. F.

CODE NOS. ASSIGNED TO STATES

Georgia.	As No. 1	Delaware	As No. 20
Alabama.	As No. 2	Indiana.	As No. 21
Florida.	As No. 3	Maine.	As No. 22
South Carolina . . .	As No. 4	Maryland.	As No. 23
North Carolina . . .	As No. 5	Massachusetts . . .	As No. 24
Virginia	As No. 6	Michigan.	As No. 25
Oklahoma	As No. 7	New Hampshire . . .	As No. 26
Texas.	As No. 8	New Jersey.	As No. 27
Louisiana.	As No. 9	New York.	As No. 28
Arkansas	As No.10	Ohio.	As No. 29
Tennessee.	As No.11	Pennsylvania. . . .	As No. 30
Mississippi.	As No.12	Rhode Island. . . .	As No. 31
Missouri	As No.13	Vermont	As No. 32
Illinois	As No.14	Dist. of Columbia .	As No. 33
Kentucky	As No.15	Minnesota	As No. 34
Arizona.	As No.16	Oregon.	As No. 35
California	As No.17	Utah.	As No. 36
New Mexico	As No.18	Wisconsin	As No. 37
Connecticut.	As No.19	West Virginia . . .	As No. 38

1940 UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service

INSTRUCTIONS TO CLASSERS, RECORDERS, AND OTHERS CONCERNING CLASSIFICATION OF THE COTTON FROM COOPERATING GINS

In order to avoid delay in classing, the sacks of samples will be taken immediately to the classing room and placed in line for classing after the receiving record for each sack has been completed. Samples will be classed in the following order of preference:

1. Smith-Doxey samples
2. Form A classification
3. Cooperating gins

This order of preference should be observed in all cases except just prior to a report date when it is necessary to include samples from cooperating gins to a certain date. In such a case, samples from cooperating gins will take priority.

Samples will be removed from the sacks and placed in numerical order on classing tables so that classers may perform their work without delay. Classers will not be advised of the origin of the cotton from any gin. They are expected to class the cotton according to official standards and not according to any preconceived idea of growth.

In certain offices it has been found very beneficial to have the sample crew report later than the regular force. The purpose of this is to lay out samples, prepare classification sheets, and such other work as is necessary in preparation for the coming day's work. This is particularly beneficial where the quarters for classing and handling samples are small. It is suggested that this system be tried wherever, in the mind of the officer in charge and the members of his staff, it is considered to be beneficial. However, written permission must be obtained from the Washington office before a change of hours of the personnel is adopted.

The gin book will not be referred to by the chairman or any member of his committee before any lot of samples is classed.

Samples will be classed on the same day they are received when the condition of the samples is suitable for classing and insofar as facilities permit. However, should it be apparent to the classer that samples are not in proper condition for classing due to excess moisture, or a deficiency in moisture, or for other reasons, the samples in question should be held for proper conditioning before being classed.

In instances in which classing rooms are equipped with humidification apparatus it is expected that use will be made of the equipment when needed to approximate standard conditions.

Classification and Recording

All cotton will be classed according to the official cotton standards of the United States, and recorded in terms of these standards.

Cotton that is of such low quality that it cannot be described in terms of the standards will be given the "Below grade" designations for color and grade, code 107.

All samples classified as "Gin cut" will be shown on the classification sheet in the "Composite grade" column as Code 107, in the "Preparation" column as Code 5, and in the "Staple" column as Code 22.

Samples containing weak fibres will be classified for staple as weak staple. The reduction in length will be in degrees of 1/32 inch. To show this information on the classification sheet the code letter W1, W2, W3, etc., depending on the amount of reduction, should be recorded immediately following the staple code in the staple length column. (Example: ·33 W1.) This indicates that the length assigned is 1-1/32 inches and has been reduced from 1-1/16 inches on account of weak staple.

Samples classified as immature staple will not have a staple length assigned but will be shown on the classification sheet as "No staple" (Code 22).

The terms "Bright" and "Light Spot" will be used when applicable in classing all samples. The code to show these terms on the classification sheet is shown on the code sheet.

On the classification sheet, above "Date classed", the time at which the classification of the lot of samples was commenced is to be indicated. For example, if classification of the samples was commenced at 9 o'clock the notation "9:00 - " is to be written in above "Date classed."

If any sample is too small for accurate classification, the words "Sample too small" should be written on the classification sheet in the appropriate space.

It has been found very beneficial in some offices to consider the day for statistical and record purposes from noon to noon, rather than from morning to afternoon. This method provides a more even flow of work for the tabulating and records' section of the office. It is recommended that in all cases where overtime for the statistical section is required that this method of considering the day from noon to noon be given a trial.

Classification Sheets

A. Make original and three carbon copies of classification sheets for all gins.

B. Do not write the classer's or recorder's number or initials on the carbon copies of the classification sheets. In all other respects the carbon copies will show the same information as the original, including tag numbers.

C. Classification sheets need not be numbered.

D. Date classification sheets the same date as that on which the cotton is classed.

E. Do not record samples from more than one gin on any one classification sheet. Do not record samples ginned in more than one ginning period on any one classification sheet. For our purposes the ginning periods for the 1940-41 season are:

Prior to August 1
August 1 to August 15, inclusive
August 16 to August 31, inclusive
September 1 to September 15, inclusive
September 16 to September 30, inclusive
October 1 to October 17, inclusive
October 18 to October 31, inclusive
November 1 to November 13, inclusive
November 14 to November 30, inclusive
December 1 to December 12, inclusive
After December 12

In instances, if any, in which the ginning date is not shown on the identification tag accompanying the samples, the ginning period to which the samples belong should be indicated (if it can be determined with a fair degree of certainty) on the classification sheet in the "Date Ginned" column as follows: 11-1-13, for example, will be inserted for samples from bales which are considered as having been ginned between November 1 and November 13, inclusive, if the date of ginning is not given, and so on for other instances. If the ginning period cannot be determined with a fair degree of certainty in those instances in which the date of ginning is not shown on the identification tag the sample will be included with delinquent samples.

F. Under the heading "Gin No." write the gin number as assigned.

G. Under the heading "State" write the code number for the State from which the cotton was received.

H. Under the heading "District" write the number representing the district from which the cotton was received.

I. Under the heading "Sample No." record only the low and high Government coupon number of the samples classed. The low Government coupon number will be recorded on the first line of the class sheet and the high coupon number opposite the last sample classed. The classer will class the samples in numerical order and call the gin bale number to the recorder. The recorder will record the numbers as called in column headed "Gin Bale No." beginning on the first line and continuing without ommissions until the lot is finished. If the gin bale number is not shown on the Government coupon the classification of the sample will be recorded, entering a "dash" in the "Gin Bale No." column.

J. Under the heading "Date Ginned" write the date on which the bale was ginned as shown on the tag found in the sample.

K. Under "Composite Grade" for upland cotton write the code number representing the grade and color as 51, 52, and 53, indicating Middling Extra White, Middling White, and Middling Spotted, respectively. In recording grade and color for American-Egyptian (Pima and SXP) and Sea-Island cotton the grade will be recorded in the "Composite Grade" column and the color in the "Grade" column as in the past.

L. Under the heading "Preparation" write the code number representing the degree of preparation. The preparation of every bale will be shown on the classification sheet. In those instances in which the samples are rough enough to be reduced more than two grades they will be considered as "gin-cut", and they will be given the "Below grade" code of 107 in the "Composite Grade" column, the appropriate code number in the "Preparation" column, and the code number 22 in the "Staple Length" column, provided reduction places sample below G.O. Otherwise record as shown in example, top page No. 47.

M. Under "Staple Length" write the code number representing the staple. ALL SAMPLES WILL BE CLASSED IN THIRTY-SECONDS OF AN INCH.

N. Each original classification sheet will be initialed by the classer and recorder in the spaces provided at the bottom of the sheet. In the upper right-hand corner opposite "Classer No." write the classer's number on the original.

O. BEFORE ANY CLASSIFICATION SHEET IS MAILED, THE HEAD RECORDER SHALL CHECK EACH SHEET, paying particular attention to (1) completeness, (2) legibility, (3) sequence of sample numbers, (4) gin numbers, (5) date, (6) initials, (7) classer number.

P. The head recorder shall also check total samples listed on the sheets for each gin against number of samples credited to the gin on gin cards. He shall also verify the sample numbers on the classification sheet to see that they fall within the range of the tag numbers assigned to that gin. The head recorder will be held responsible for the proper performance of all recording work.

Q. Retain the original copies of the classification sheets in the branch office for checking and other purposes. The first carbon copy will be mailed to the Washington office, the second carbon copy will be mailed to the ginner, and the third carbon copy will be mailed to a designated State agency. In the case of samples classed at field offices the staple count will be made on Form A-1 and the original class sheet and all copies of Form A-1 clipped together and forwarded as soon as possible to the proper branch office.

R. At the close of the season when all cross-classification data have been completed, the original classification sheets for all gins, along with all cross-classification data, will be forwarded to W. B. Lanham, Room 204, Agricultural Annex, Southeast corner 12th & C streets, S. W., Washington, D. C.

Record of Staple Distribution or Gin Book

This book will contain a separate sheet for each gin. The staple length of each lot of cotton should be recorded in the gin book daily or as soon as possible after each lot is classed. If there is a discrepancy between the classification of any lot and lots previously classed from the same gin such as to lead the officer in charge to believe that any lot has been erroneously classified, such lot should be submitted to the chairman. If the chairman is of the opinion that the lot should be reclassified then the chairman, together with the classer who originally classified the lot, will again classify the cotton without knowledge of the previous classification or any intimation as to why the cotton is being reclassified. In the event that the chairman originally classified the cotton, he should designate another classer to serve with him on the reclassification.

This reclassification should be performed before the classification sheets are mailed to the ginner.

Storing Samples

After the samples are classed they are to be repacked in sacks with the identifying tag numbers and stored for at least seven days. Laborers should be instructed to roll and pack the samples in the sack so that the

coupon will stay in the sample and the samples will not become mixed. This will insure proper identification if the samples have to be reviewed. Unless sufficient sacks and storage space are available, no special effort need be made to keep the samples stored in this way longer than seven days.

Disposing of Samples

After the samples (from cooperating ginners) have been stored for at least seven days, and if there is no further need for them, they will be disposed of in the following manner:

A. Returned to ginner at the ginner's expense, or

B. Delivered to a designated agent to be disposed of for ginner's account, the expense of removing tags, baling, storage, etc., being charged against proceeds. The net proceeds will be prorated to the ginner by the designated agent.

Special Conditions

In case it is necessary to class in a branch office samples that have originated in the territory of another branch office, the procedure for handling such samples will be as follows:

The office responsible for the gin sign-up will furnish all gins with necessary tags and sacks. The officer in charge of the office where such classing is being performed should see that a proper report is sent weekly to the office in the territory in which samples originated. Classification summaries for weekly reports will be transmitted to the respective office or offices in the most economical manner in order that such reports will be received in proper time.

As soon as such gins are closed for the season the officer in whose territory the gins are located should notify the office where the samples were classed that such gins have been closed. This report should include gin number, name of gin or firm, P. O. address, number of bales ginned, date last sample was mailed, and a statement as to whether or not all samples have been received. Individual gin reports will, therefore, be prepared by and released from the office where the samples were classed. Copies of such gin reports should be forwarded to the office in whose territory such gins are located.

CODE FOR CLASSIFICATION OF THE CROP OF 1940

A. GRADES AND COLORS

(a) Upland

	Code
Extra White - Color 1	
Good Middling	31
Strict Middling	41
Middling	51
Strict Low Middling	61
Low Middling	71
Strict Good Ordinary	81
Good Ordinary	91
White - Color 2	
Middling Fair	12
Strict Good Middling	22
Good Middling	32
Strict Middling	42
Middling	52
Strict Low Middling	62
Low Middling	72
Strict Good Ordinary	82
Good Ordinary	92
Spotted - Color 3	
Good Middling	33
Strict Middling	43
Middling	53
Strict Low Middling	63
Low Middling	73
Tinged - Color 4	
Good Middling	34
Strict Middling	44
Middling	54
Strict Low Middling	64
Low Middling	74
Yellow Stained - Color 5	
Good Middling	35
Strict Middling	45
Middling	55
Gray - Color 6	
Good Middling	36
Strict Middling	46
Middling	56
Below grade - Color 7	107

(b) Color-Group designations will be as follows:

Color	Code
Extra White	1
White	2
Spotted	3
Tinged	4
Yellow Stained	5
Gray	6
Below grade, upland	7
American Egyptian	
Pima	10
SXP	30
Sea-Island (U. S. Growth)	20

(c) American Egyptian (Pima - Color 10) (SXP - Color 30)

No. 1	1
No. 1½	2
No. 2	3
No. 2½	4
No. 3	5
No. 3½	6
No. 4	7
No. 4½	8
No. 5	9
Below grade	10

(d) Sea-Island (U. S. Growth) (Color 20)

No. 1	1
No. 1½	2
No. 2	3
No. 2½	4
No. 3	5
No. 3½	6
No. 4	7
No. 4½	8
No. 5	9
No. 5½	10
No. 6	11
Below grade	12

Terms "Bright" and "Light Spot" will be designated by "+" and "L", respectively, following the grade and color code as "52+" and "53L".

CODE FOR CLASSIFICATION OF THE CROP - (CONTINUED)

B. PREPARATION

1. Cotton shorter than 1-1/8 inches

	Code
Smooth	1
Normal	2
No. 1 Reduced one grade	3
No. 2 Reduced two grades	4
No. 3 Reduced more than two grades (Gin cut)	5

2. Cotton 1-1/8 inches and longer

A	1
B	2
C	3
D	4
Gin cut	5

C. STAPLE will be designated as follows:

Length (inches)	Code	Length (inches)	Code
No staple	22	1-5/16	42
3/4 and shorter	24	1-11/32	43
13/16	26	1-3/8	44
7/8	28	1-13/32	45
29/32	29	1-7/16	46
15/16	30	1-15/32	47
31/32	31	1-1/2	48
1	32	1-17/32	49
1-1/32	33	1-9/16	50
1-1/16	34	1-19/32	51
1-3/32	35	1-5/8	52
1-1/8	36	1-21/32	53
1-5/32	37	1-11/16	54
1-3/16	38	1-23/32	55
1-7/32	39	1-3/4 and longer	56
1-1/4	40		
1-9/32	41		

CODE FOR CLASSIFICATION OF THE CROP - (CONTINUED)

D. CHARACTER CODE

CHARACTER will be designated as follows:

Weak . . . . . .W
Immature X

Weak: Samples containing weak fibres will be classed for staple as weak staple. The reduction in length will be in degrees of 1/32 inch. To show this information on the classification sheet the code letter W1, W2, W3, etc., depending on the amount of reduction, should be recorded immediately following the staple code in the staple length column. (Example, 33 W1.) This indicates that the length assigned is 1-1/32 inches and has been reduced from 1-1/16 inches on account of weak staple.

Immature: A sample that is classed as immature staple will not have a staple length assigned. For statistical purposes the code 22X should be recorded in the staple length column.

CODE NOS. ASSIGNED TO CLASSERS

Code No.	Name
1.	Killingsworth, C. E.
2.	Clark, C. E.
3.	Smith, T. F.
4.	Earle, D. E.
6.	Hardin, R. A.
7.	Dial, F. S.
8.	Brownell, B. M.
9.	Gough, A. B.
10.	Morrison, F. W.
11.	Doremus, J. W.
14.	Poulton, A. C.
16.	Buffington, E. F.
17.	Kohlheim, P. R.
18.	Griffin, J. C.
19.	Kause, R. L.
20.	Byrnes, J. M.
22.	Slade, H. C.
23.	Martin, J. G.
25.	Pease, B.
26.	Barnes, P. I.
29.	Dowd, L. E.
30.	Griffith, D. C.
31.	Hans, John O.
32.	Johnson, James I.
34.	Robertson, H. C.
35.	Stiles, Marshall F.
36.	Busby, Ben I.
38.	Holman, S. W.
41.	Roberts, Howard
42.	McGehee, V. I.
44.	Francis, R. L.
45.	Butterworth, Hughes
46.	Grimball, John B.
47.	Lackey, L.
48.	Myers, Lewis
49.	Thompson, H. W.
50.	Tobey, Clarence
51.	Montgomery, W. H.
52.	Holt, Wm. I.
53.	Person, B. V.
54.	Nelb, A. W.
55.	Taylor, H. F.
56.	Stewart, M. M.
57.	Hines, B. H.
100.	Craig, R. A.
101.	Moriarty, J. T.
102.	Smith, A. L.
107.	Miller, J. K.
500.	Matejowsky, H. J.
502.	Wilhite, D. R.
503.	Parker, E. G.
504.	Crittendon, L. C.
505.	Connolly, H. G.
506.	Jeffress, W. M.
507.	Barry, P. K.
508.	Montfort, D. T.
509.	Albritten, J. A.
510.	Buchanan, L. O.
518.	Marshall, M. C.
519.	Wickes, H. E.
544.	Braden, A. P.

CODE NOS. ASSIGNED TO STATES

Georgia	as No. 1	Delaware	As No. 20
Alabama	as No. 2	Indiana	As No. 21
Florida	as No. 3	Maine	as No. 22
South Carolina	as No. 4	Maryland	as No. 23
North Carolina	as No. 5	Massachusetts	as No. 24
Virginia	as No. 6	Michigan	as No. 25
Oklahoma	as No. 7	New Hampshire	as No. 26
Texas	as No. 8	New Jersey	as No. 27
Louisiana	as No. 9	New York	as No. 28
Arkansas	as No. 10	Ohio	as No. 29
Tennessee	as No. 11	Pennsylvania	as No. 30
Mississippi	as No. 12	Rhode Island	as No. 31
Missouri	as No. 13	Vermont	as No. 32
Illinois	as No. 14	District of Columbia	as No. 33
Kentucky	as No. 15	Minnesota	as No. 34
Arizona	as No. 16	Oregon	as No. 35
California	as No. 17	Utah	as No. 36
New Mexico	as No. 18	Wisconsin	as No. 37
Connecticut	as No. 19	West Virginia	as No. 38

1940 UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service

METHOD OF PROCEDURE IN OBTAINING SAMPLES AND COMPILING DATA FOR CHECKING THE UNIFORMITY OF CLASSING FOR GRADE AND STAPLE STATISTICS AND ORGANIZED GROUPS

Procedure in Grade and Staple Statistics Office

The officer in charge of each office shall be held directly responsible for seeing that a sack of check samples selected at random is submitted to the B.S.C.E. daily from the work performed by the chairman and each of the other members of the committee classing cotton, regardless of the volume classed. The sack to be sent to the B.S.C.E. from cotton classed by the chairman and each of the other members of the committee is to be selected at random at the close of the day's work without the chairman or other classers having knowledge as to the sack which will be or has been selected. To insure the selection of a random sample the person responsible for the selection of the sack shall go to the officer in charge and ask the officer in charge to designate at random the sack to be selected. For instance, if classer No. 1 has classed 10 sacks, the officer in charge shall designate just which sack is to be used as the check sack, such as No. 3 or No. 5, meaning the third sack classed or the fifth sack classed during the day. The designating officer should in no way refer to the origin or nature of the samples involved in making this selection. This sack selected as a check shall not in any case be represented by a sack of samples upon which the individual classer has requested a special check. In case a classer requests a special check upon a specific sack of samples, the sack shall be so marked as "Special check requested by classer." The samples on which the special check is requested will be shipped, in addition to the sack selected for the regular check.

The sack of samples selected to represent the check on samples classed during the day shall be of average size, not the smallest sack for the day, nor the largest. A tag will be attached to the outside of each sack -- the tags to be numbered consecutively throughout the season, beginning with number one. The office letter will precede the lot number. The tag should show the following information in addition to the lot number: date classed, and high and low coupon numbers. The sack, or sacks, of samples will be shipped under separate cover to the Board of Supervising Cotton Examiners, 1132 Falls Building, Memphis, Tennessee. The shipping tag attached to the sack should show the Bill of Lading number.

At the end of the day, record in triplicate from the classification sheets, on classification check sheets, the following information for the check lots: tag or lot number, classer, office, date classed, time classing of samples was started, sample numbers, composite grade, color group, preparation, staple length, and any special conditions. The original and both copies will be mailed to the Board of Supervising Cotton Examiners, Memphis, Tennessee, Attention Statistician.

Each office will keep a record of the weight of check samples sent to Memphis for each cooperating gin and will substitute for the account of the gin a similar weight of any other loose that may belong to the Government. This will facilitate the sale of loose and the settling of accounts with the cooperating ginners (see Office Memorandum No. 593).

The chairman of the classification committee at each office should see that his classification, as well as the classification of all other members of his committee, is in as close accord as possible with that of the B.S.C.E. It will be incumbent upon each chairman of the G. & S. S. classification committees to draw the classers' attention to any irregularity between the classing performed by any member of the committee and the B.S.C.E. and to report to the officer in charge, who will in turn report to the section leader in Washington any unwillingness on the part of any classer to cooperate in adjusting his classification to agree with that of the B.S.C.E.

The chairman of the classification committee of each office will be directly responsible for seeing that a record is kept up to date showing the results of the check by the Board of Supervising Cotton Examiners on each sack of check samples submitted for each individual classer or committee. These records are to be compiled by the individual classer who originally classed the samples. The records should be similar to the ones kept during the 1939-40 season. A tabulation sheet should be prepared for each color and grade combination, and for each staple length. The data are to be taken directly from the cross-classification sheets returned to the classer by the Board of Supervising Cotton Examiners. An example of the tabulations for grade and staple is as follows:

GRADE

White, S.M.

Date Classed	Total Bales	Grades too high 3	2	1	0	Grades too low 1	2	3
9/2	20			3	10	7		
9/4	15				10	5		
9/10	21				14	7		

STAPLE

7/8

Date Classed	Total Bales	Classed 32nds too short 4	3	2	1	0	Classed 32nds too long 1	2	3	4
9/2	20			2	6	8	3	1		
9/4	15				5	5	5			
9/10	25					20	5			

A summary sheet is to be kept for both grade and staple. The data for the summary sheets are taken from the bottom of the cross-classification sheet, which shows the distribution by bales, percent sustained, and net percent too high or too low for grade. For staple the data show percent sustained, percent sustained within 1/32 of an inch, and net percent too long or too short. These records will be subject to inspection at any time by the officer in charge, the chairman of the board, representatives of the B.S.C.E., and representatives from Washington.

The following procedure has been agreed to by the Board of Supervising Cotton Examiners at Memphis:

When the samples are received at Memphis they will be classed, without knowledge of previous classification, and the classification recorded on the temporary classification record, the samples being left on the table. The Board's classification is then submitted to the statistician. Here the Board's classification is recorded on the classification sheets originally submitted from the branch or classing office. Notation is made of all differences in staple lengths of 1/16 of an inch or more and all color and grade differences. The Chairman of the Board of Supervising Examiners and another member of the Board, other than the original classer, will review those samples for which the difference is 1/16 of an inch or more and for which there are color and/or grade differences to determine the correct class of the cotton. After the samples are reviewed the sheets are returned to the office of the statistician, where a cross-classification analysis is made. The original of the cross-classification analysis along with the original of the classification check sheet will be filed in the B.S.C.E. office, one carbon sent to the officer in charge of the originating office and one carbon sent to the Washington office.

The samples on which there is a difference of opinion will be returned to the originating office by the Board of Supervising Cotton Examiners. Those samples for which there is perfect agreement will be delivered to the Cotton Quality Statistics and Classing office in Memphis to be disposed of as loose in the usual manner (see Office Memorandum No. 593).

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service

Crop of 1940

METHOD OF PROCEDURE FOR SEMIMONTHLY GRADE AND STAPLE REPORTS TO BE RELEASED AT BRANCH OFFICES AND INSTRUCTIONS CONCERNING DATA TO BE FORWARDED TO THE WASHINGTON OFFICE

FORMS AND METHODS

Form A-1 - Classification Summary

Each shipment of samples will be recorded, by ginning periods, on Form A-1.

Form A-1 will be made in triplicate. The original will be attached to the classification sheet or sheets and filed, by days, as a branch office record; the first carbon copy will be mailed weekly to the Washington office, unless otherwise instructed; and the second carbon copy will be stapled to the ginner's copy of the classification sheets.

The Gin number, State number, District number, date on which the samples were classed, Classer numbers, dates ginned, and range of tag numbers will be recorded in the spaces provided, except that the classer number will be recorded only on the original and on the carbon copy mailed to the Washington office. In those instances in which the lot contains samples from more than one day's ginnings, the range in dates will be shown opposite "Ginning dates", except when the lot contains samples from ginnings of more than one semimonthly ginning period. In the latter instance, a separate Form A-1 will be prepared for the samples of the different semimonthly ginning periods.

A separate Form A-1, on which the word "Late" is to be written at the top opposite "Classification Summary", will be prepared for delinquent samples, and the copies will be disposed of in the same way as the copies prepared for samples that are not delinquent, except delinquent samples will not be used in preparing the semimonthly reports. The classification information for delinquent samples, therefore, will not be transferred from Form A-1 to Form A-2.

Since the semimonthly reports, which are to be issued separately for upland, American-Egyptian, and Sea-Island cotton, are to be based on samples classed from ginnings during periods used by the Census Bureau, only those samples should be included in the cumulative and non-cumulative figures that are from bales ginned during the period to which the reports will have reference. Delinquent samples will not be included in the preliminary releases, but they will be included in the sample in the proper ginning period when the grade and staple figures are copied on the cross-classification forms at the end of the season. Samples shall be considered delinquent if they are from bales ginned during a specified semimonthly ginning period but have been classed too late to be included in the current semimonthly release.

The tabulator will count from the classification sheet and record on Form A-1, in the appropriate spaces, the following:

1. Number of bales of each grade (to be recorded in the "Total" column).

2. Number of bales of each degree of preparation (to be recorded in the "Preparation" section).

3. Number of bales of each staple length (to be recorded on the "Total" line under the appropriate staple length which will be inserted as needed).

Listed below are two checks on the tabulator's count:

1. Totals for grade, preparation, and staple length must all be the same.

2. The total of preparations 1, 2, 3, 4 and 5 for cotton 1-1/8 inches and longer must equal the total number of bales 1-1/8 inches and longer in staple.

Tag numbers on the classification sheets will be checked with the tag numbers that have been assigned to the gin, represented by the gin number recorded on Form A-1, before the ginner's copy of the classification sheets, with the carbon copy of Form A-1 attached, is mailed. This will assure mailing of the classification sheets to the proper gin.

The checker will proceed to enter the cross-classification data for each individual grade and staple combination in the appropriate spaces on Form A-1 from the classification sheet. Add each line across and add each column up. These totals must agree with the totals previously entered by the tabulator.

After the grade, staple, and preparation totals on Form A-1 are in agreement and the cross-classification checks up and across, the "Untenderable" section will be computed.

IT IS IMPORTANT THAT THE COUNT OF UNTENDERABLE BALES BE CORRECT.

The number of bales (1) untenderable in grade only, (2) untenderable in staple only, and (3) untenderable in both grade and staple, can be tabulated from the classification sheet. (See example of classification sheet, page 32 .)

Opposite each sample which is untenderable for grade, place a check mark in the position indicated by "For grade" on the left-hand side of the "Color group" column, including samples which have been reduced because of

(Example Classification Sheet)
UNITED STATES DEPARTMENT OF AGRICULTURE

Agricultural Marketing Service

- - - - - -

GRADE AND STAPLE STATISTICS
Classification Sheet

Gin No. 000 State 0 District 0

Sample No.	Gin Bale No.	Date Ginned	Composite Grade	GRADE: FOR GRADE	GRADE: Color Group	GRADE: FOR STAPLE	Preparation	STAPLE L'GTH	
01			4 2			✓	2	22	
02			4 2	✓		✓	3	22	
03			4 2			✓	2	26-W2	
04			4 2	✓		✓	3	26-W2	
05			8 2	✓		✓	2	22	
06			8 2	✓		✓	3	22	
07			8 2	✓		✓	2	26-W2	
08			8 2	✓		✓	3	26-W2	
09			4 2				2	28	
10			4 2	✓			3 ✓	28	
11			4 2			✓	2	28-W1	✓
12			4 2	✓		✓	3 ✓	28-W1	✓
13			8 2	✓			2	28	
14			8 2	✓			3	28	
15			8 2	✓		✓	2	28-W1	
16			8 2	✓		✓	3	28-W1	
17			4 2				2	33	
18			4 2	✓			3 ✓	33	
19			4 2			✓	2	33-W1	✓
20			4 2	✓		✓	3 ✓	33-W1	✓
21			8 2	✓			2	33	
22			8 2	✓			3	33	
23			8 2	✓		✓	2	33-W1	
24			8 2	✓		✓	3	33-W1	

Untenderable groupings	Untenderable: Total	Regular	Reductions
Total	22		6
In grade only	6		2
In staple only	4		2
In both grade and staple	12		2

← (Example of untenderable section of Form A-1)

preparation. (Prep.3 or lower.) Opposite each sample which is untenderable for staple, place a check mark in the position indicated by "For staple" on the right-hand side of the "Color group" column, including samples reduced in length, as indicated by W1, W2, etc.

The number of bales untenderable in grade only can be tabulated from the classification sheet by summating the check marks which indicate that a particular bale is untenderable in grade only: that is, by counting the samples which have check marks in the "For grade" column, but which do not have check marks in the "For staple" column. On example sheet these are sample Nos. 10, 13, 14, 18, 21, and 22. The sum of these checks (six) is the number of bales untenderable in grade only, and is to be entered on Form A-1 on the proper line in the "Total" column in the section headed "Untenderable." (See sample of untenderable section of Form A-1, page 32.)

The number of bales untenderable in staple only can be tabulated from the classification sheet by summating the check marks which indicate that a particular bale is untenderable in staple only; that is, by counting the samples which have check marks in the "For staple" column, but which do not have checks in the "For grade" column. On the example sheet these are sample Nos. 1, 3, 11 and 19. The sum of these checks (four) is the number of bales untenderable in staple only, and is to be entered on Form A-1 on the proper line in the "Total" column in the section headed "Untenderable."

The number of bales untenderable in both grade and staple can be tabulated on the classification sheet by summating the check marks which indicate that a particular bale is untenderable in both grade and staple; that is, by counting the samples which have check marks in both the "For grade" column and "For staple" column. On the example sheet these are sample Nos. 2, 4, 5, 6, 7, 8, 12, 15, 16, 20, 23, and 24. The sum of these checks (twelve) is the number of bales untenderable in both grade and staple and is to be entered on Form A-1 on the proper line in the "Total" column in the section headed "Untenderable."

REDUCTIONS

Place a red check mark in the "Preparation" column of the classification sheet for each sample which has been reduced for grade and which is not already untenderable on account of either grade or staple length (with the exception of samples reduced in staple). On example sheet check sample Nos. 10, 12, 18, and 20 in the "Preparation" column.

Place a red check mark in the "Staple length" column of the classification sheet for each sample which has been reduced for staple and which is not already untenderable on account of either grade or staple length (with the exception of samples reduced in grade). On example sheet check sample Nos. 11, 12, 19, and 20.

The number of bales untenderable in grade only on account of reductions in grade, can be calculated on the classification sheet by summating the samples which have red check marks in the "Preparation" column but which do not have red checks in the "Staple length" column. On example sheet count sample Nos. 10 and 18. Enter this total (two) on Form A-1 in the "Reductions" column on the "In grade only" line.

The number of bales untenderable in staple only on account of reductions in staple can be calculated on the classification sheet by summating the samples which have red check marks in the "Staple length" column but which do not have red checks in the "Preparation" column. On example sheet count sample Nos. 11 and 19. Enter this total (two) on Form A-1 in the "Reductions" column on the "In staple only" line.

The number of bales untenderable in both grade and staple on account of reductions in both grade and staple, can be calculated on the classification sheet by summating the bales which have red check marks in both the "Preparation" column and the "Staple length" column. On example sheet count samples Nos. 12 and 20. The sum of these samples (two) is the total to be entered on Form A-1 in the "Reductions" column on the "In both grade and staple" line.

Each figure in the "Total" column of the "Untenderable" section on Form A-1 must equal or exceed the corresponding figure in the "Reductions" column.

Form A-2 - Non-Cumulative Totals, by Districts

There will be as many of these forms as there are Districts.

No copy will be sent to Washington.

The State number, district number, crop year, and ginning periods will be recorded in the upper right-hand corner of each Form A-2.

Select Forms A-1 according to the semimonthly ginning period shown at top of Form A-2, and then record the figures shown in the total column on each Form A-1 in a column on Form A-2. Gin number and date ginned, in addition to number of bales of each grade and of each staple length, number of bales tenderable and number of bales untenderable, etc., will be transferred from Form A-1 to spaces provided for them on Form A-2.

At the end of each day, or less frequently if desired, add the rows of figures and record the totals in the next succeeding column with blue pencil. Write the word "Sub-total" at the head of this column. Cumulate these totals with the figures in succeeding columns as often during the semimonthly period as may be necessary, writing each resulting cumulative total with blue pencil in the next succeeding column, and at the end of the semimonthly period record the semimonthly totals with red pencil in the appropriate column and label this column "Total, (month) (day) -- (month) (day)."

Proceed in like manner during sebsequent ginning periods; that is, do not attempt to combine the figures for one semimonthly period with those for another on Form A-2, as this form is strictly for non-cumulative district totals.

It will be necessary to include those samples ginned in each new period but classed before the close-out date of the preceding period on the new Form A-2 which will be prepared for each successive ginning period. For example, if the close-out date for the ginning period August 16-31 were September 6, samples classed from bales ginned during the period September 1-6 should not be included in the figures for the ginning period August 16-31, but they should be included in the figures for the ginning period September 1-15.

Form B - Non-Cumulative Totals, by Districts, States, and Ginning Periods.

There will be as many of these forms as there are States. One copy of each State for each ginning period will be sent to Washington throughout the ginning season.

The State number, crop year, and ginning period will be recorded in the upper right-hand corner of the sheet. Transfer each district semimonthly total from Form A-2 to Form B, using one column for each district in the State. Add the rows of figures and record the totals in the "State" column. This total is the non-cumulative semimonthly total for that State.

Form C-1 - Non-Cumulative Totals, by States and Districts.

There will be as many of these forms as there are States for each ginning period. This form is to be prepared in duplicate. The duplicate copy will be mailed to the Washington office, at the end of each ginning period, from the beginning to the end of the season.

A. From Form A-2 transfer to appropriate columns on Form C-1 the totals for each district, grouping the grades and staple lengths in accordance with the groupings shown on the stub of Form C-1. Transfer the figures for tenderable and untenderable cotton to appropriate lines and columns of Form C-1. The lines "All grades" and "All lengths" should have identical totals.

B. From Form B transfer to the appropriate columns on Form C-1 the State totals, grouping the grades and staple lengths in the same way as for the districts.

C. Prove accuracy of grouping and transferring from Forms A-2 and B by summating district figures and comparing the sums with transferred State figures. Obviously, the sums of the district figures tabulated on Form C-1 from Form A-2 should equal the State figures on Form C-1 tabulated from Form B.

Form C-2 - Cumulative Totals, by States and Districts.

There will be as many of these forms as there are States for each ginning period. This form is to be prepared in duplicate. The duplicate copy will be mailed to the Washington office, at the end of each ginning period, from the beginning to the end of the season.

A. At the end of each ginning period (except the first one) for which samples have been classed, the non-cumulative district totals on Form C-1 for the semimonthly "Ginning period (month) (day) -- (month) (day)" will be added to the cumulative district totals on Form C-2 for "Season through (month) (day)" to obtain the current district totals to be recorded on Form C-2.

B. The cumulative State figures on Form C-2 for "Season through (month) (day)" are to be obtained by adding State totals on Form C-1 for the semimonthly "Ginning period (month) (day) -- (month) (day)" to the cumulative State totals on Form C-2 for "Season through (month) (day)", and not by summating the district figures. (The addition of two columns appearing on separate sheets may be facilitated by folding one of the sheets in order that the two columns to be added will be side by side.)

C. Having thus recorded the totals for the State and the totals for each district independently on Form C-2, check the accuracy of the work by adding the district figures to see whether or not the sum of the figures in the rows equals the total already ascertained for the State, as was done for Form C-1.

Form C-3 - Percentages - Cumulative and Non-Cumulative, State and District.

There will be as many of these forms as there are States for each ginning period.

A. For the "1939" columns on Form C-3, copy the percentages for each State from the 1939 mimeographed State releases for the corresponding dates.

B. Compute 1940 non-cumulative percentages for each State from the figures on Form C-1 and record them in the proper column on Form C-3. The semimonthly releases will not show non-cumulative percentages for districts.

C. Compute 1940 cumulative percentages for each district and for each State from the figures on Form C-2 and record them in the appropriate columns on Form C-3.

D. If for any State for any ginning period the non-cumulative total is less than 100 bales, do not compute percentages for the period and do not issue non-cumulative percentages for such State. However, once issued, the cumulative figures for a State and for districts will be released for each semimonthly ginning period thereafter regardless of whether or not as many as 100 samples were classed from non-cumulative ginnings. Whenever the number of samples classed is too small to issue a report, in the space provided for the percentages on Form C-3, as well as on the stencil, write the words "Samples classed insufficient basis for reporting." Whenever no samples have been classed, the words "No samples classed" should be used.

E. Compute percentages to the nearest one-tenth of one percent according to the Engineer's Rule. For example, a percentage of 1.149 will be 1.1, a percentage of 1.150 will be written 1.2, a percentage of 1.250 will be written 1.2, a percentage of 1.050 will be written 1.0, a percentage of 1.049 will be written 1.0, a percentage of 1.051 will be written 1.1, etc. The total for each district and each State should always be 100.0 percent, unless the difference between the total and 100.0 percent is accounted for by percentages of less than 0.05. No arbitrary adjustments are to be made merely for the purpose of making the sum of the percentages equal 100.0 except in those instances in which there is no footnote referring to percentages of less than 0.05. In such instances, whenever adjustments are necessary in order to make the percentages add to 100.0 they should be made in the percentages carrying the largest "dropped" decimal if the sum of the percentages originally calculated is less than 100.0,and they should be made in the percentages carrying the smallest "raised" decimal if the sum of the percentages originally calculated is more than 100.0. (The method of calculating percentages to be included in the current releases has been construed to be an exception to paragraph 85, page 19, of the handbook entitled "The Preparation of Statistitical Tables", dated December 1937.)

STATE AND NATIONAL REPORTS

Release Form.

NATIONAL REPORTS. The national reports will be issued semimonthly from the Washington office during the principal part of the ginning season. These reports, when issued, will be issued on dates that the Bureau of the Census releases figures on ginnings. A report on total ginnings will be issued in March on the date that the Bureau of the Census releases figures on the entire United States crop.

STATE REPORTS. Reports for individual states will be issued semimonthly from branch offices during the principal part of the ginning season. These reports, when issued, will be issued on dates that the Bureau of the Census releases figures on ginnings. Reports on total ginnings will be issued in March on the date that the Bureau of the Census releases figures on the entire crop. No report will be issued or discontinued until authority has been requested and received from the Washington office.

The Washington office will approve the release form before any report is issued. Officers in charge of branch offices will be furnished, by the Washington office, a copy of the form to be used in issuing semimonthly reports.

The percentages recorded on Form C-3 are now ready to be copied on the stencil. On the "next to the last" semimonthly report for the season for each State, include at the bottom of the news release and on the statistical side of the release, in capital letters, the following notation: THE NEXT GRADE AND STAPLE REPORT FOR (NAME OF STATE) WILL BE ISSUED ON _____, _____ COVERING THE ENTIRE CROP. (Month)(Day) (Year)

When the report is prepared in March for each State, include at the bottom of the news release and on the statistical side of the release, in capital letters, the following notation: THIS IS THE LAST GRADE AND STAPLE REPORT FOR (NAME OF STATE) THIS SEASON.

Semimonthly Code Message to be Sent to Washington.

The figures to be wired to Washington for each semimonthly ginning period for the national report will be the non-cumulative number of bales for the current semimonthly ginning period for each State, to be copied from Form C-1. The figures will be sent in code by night letter. Actual figures will be submitted to the telegraph office instead of figures "spelled out." For example, three seven eight one samples of White S.M. will be designated in the night letter as "Catch" 3781. No commas are to be used in separating the digits of numbers. The first telegram of the season will not be sent until a request for the figures is received from the Washington office. However, for each ginning period copies of Forms C-1 and C-2 will be mailed to Washington from the beginning to the end of the season as already explained. Whenever any corrections are to be made in the semimonthly figures wired to Washington for any ginning period, the Washington office should be notified as soon as the need for correction has been discovered.

Semimonthly ginning periods that will be observed for purposes of grade and staple statistics, and dates on which the Census has announced that reports will be issued on ginnings from the 1940 crop are as follows:

Semimonthly ginning period	Date of Census report on ginnings 1/
Prior to Aug. 1	Aug. 8
Aug. 1 to Aug. 15, inclusive . .	Aug. 23
Aug. 16 to Aug. 31, inclusive . .	Sept. 9
Sept. 1 to Sept. 15, inclusive .	Sept. 23
Sept. 16 to Sept. 30, inclusive .	Oct. 8
Oct. 1 to Oct. 17, inclusive . .	Oct. 25
Oct. 18 to Oct. 31, inclusive . .	Nov. 8
Nov. 1 to Nov. 13, inclusive . .	Nov. 21
Nov. 14 to Nov. 30, inclusive . .	Dec. 9
Dec. 1 to Dec. 12, inclusive . .	Dec. 20
After Dec. 12	Mar. 20

1/ Semimonthly grade and staple reports, when released, will be issued on these dates.

The classing close-out date is left to the discretion of the official in charge. The close-out date selected should be as near the report date as possible and yet allow sufficient time for compiling the data. In closing out for the report only whole days should be used.

Code for telegraphing Semimonthly Grade and Staple State Reports
(Upland)

The grouping of the grades and staples called for on Forms C-1 and C-2, and the code words and numbers appearing in the stub of these forms are as follows:

Code Words	Class		Interpretation
	Grade	Color	
Above . . .	All	1	Extra White, all grades
Baker . . .	1	2	M. F. White
Black . . .	2	2	S. G. M. White
Brown . . .	3	2	G. M. White
Catch . . .	4	2	S. M. White
Drape . . .	5	2	M. White
Entry . . .	6	2	S. L. M. White
Forms . . .	7	2	L. M. White
Gates . . .	8	2	S. G. O. White
Heavy . . .	9	2	G. O. White
Hines . . .	3	3	G. M. Spotted
Inter . . .	4	3	S. M. Spotted
Joins . . .	5	3	M. Spotted
Kings . . .	6	3	S. L. M. Spotted
Lanes . . .	7	3	L. M. Spotted
Lunge . . .	All	4	Tinged, all grades
Month . . .	All	5	Yellow Stained, all grades
North . . .	All	6	Gray, all grades
Overt . . .	10	7	Below grade
Plate . . .	All grades		Total of all grades
	Staple		
Quest . . .	Shorter than 28		Shorter than 7/8 inch
Rover . . .	28		7/8 inch
Rusty . . .	29		29/32 inch
Stone . . .	30		15/16 inch
Sudan . . .	31		31/32 inch
Torch . . .	32		1 inch
Tulsa . . .	33		1-1/32 inches
Union . . .	34		1-1/16 inches
Utica . . .	35		1-3/32 inches
Vanes . . .	36		1-1/8 inches
Vates . . .	37		1-5/32 inches
White . . .	38 and longer		1-3/16 inches and longer
Xebec . . .	No staple		No staple
	All lengths		Total of all lengths (same as line "Plate")
Youth . . .	T. tend.		Total tenderable
Zones . . .	T. untend.		Total untenderable
Apply . . .	Grade only		Total untenderable in grade only
Birch . . .	Staple only		Total untenderable in staple only
Caleb . . .	G. & S.		Total untenderable in both grade and staple
Dally . . .	38		1-3/16 inches
Eager . . .	39		1-7/32 inches
Fancy . . .	40 and longer		1-1/4 inches and longer

Code for telegraphing Semimonthly Grade and Staple Reports
(Sea-Island)

Siege	1 and 1-1/2
Sight	2 and 2-1/2
Silly	3 and 3-1/2
Since	4 and 4-1/2
Signs	5 and 5-1/2
Siren	6
Sinks	Below 6
Sides	All grades
Silks	Shorter than 1-1/2
Sigma	1-1/2 and 1-17/32
Sikes	1-9/16 and 1-19/32
Silex	1-5/8 and 1-21/32
Singe	1-11/16 and 1-23/32
Sirup	1-3/4 and longer
Sixty	No staple

Code for telegraphing Semimonthly Grade and Staple Reports
(American-Egyptian -- Pima and SXP)

Amber	1 and 1-1/2
Ameba	2 and 2-1/2
Amend	3 and 3-1/2
Amiss	4 and 4-1/2
Amity	5
Amble	Below 5
Amaze	All grades
Among	Shorter than 1-1/2
Amour	1-1/2 and 1-17/32
Amuck	1-9/16 and 1-19/32
Amuse	1-5/8 and 1-21/32
Amice	1-11/16 and 1-23/32
Ameer	1-3/4 and longer
Amigo	No staple

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service

INSTRUCTIONS FOR HANDLING AND CLASSING SAMPLES
UNDER THE SMITH-DOXEY ACT

Organized Group Cards

The "Organized Group Cards" will be prepared in duplicate where the samples are classed in other than the branch office (the original and duplicate being of different colors), and there will be a card for each group making application for the cotton classing service.

Upon receipt of an application from an organized group, the procedure previously outlined will be followed in regard to forwarding the application to the State Review Committee for handling, but, in addition, certain information will be transferred from the application to the "Organized Group Card." A number will be assigned to the Group making application and this number will then be inserted in the proper space provided on the card. In addition to the number, transfer the following: (1) name of the group, (2) State, (3) county, (4) district, (5) location, (6) estimated production, (7) name and address of the designated agent of the group, and (8) name and address of the alternate agent of the group.

In addition to space for the above data, space has been provided to keep an accurate record of the application as it is sent through the various channels before it is approved or disapproved. Therefore, upon receipt of the application in the branch office, "Date Applications were Received from Organized Group" will be filled in. Following an inspection of the application as outlined in other instructions, "Date Application was Forwarded to State Review Committee" will be filled in. Since the State Review Committee will be instructed to return the application to the branch office after taking action on it, the next date to be inserted on the "Organized Group Card" will be the day the State Review Committee acted on the application (this date will be taken from the Form OG-3), and also the day on which the application was received from the State Committee. Following this the dates will be inserted on the card in the order in which they occur in the proper spaces provided: date application was forwarded to the Washington office; date application was approved by the Washington office; date application was received from the Washington office.

The "Organized Group Card" has been prepared to cover the condition where an organized group may be served by more than one gin. By keeping this duplicate card record, the classing office, as well as the field office, is enabled to maintain a complete account of tag numbers and sacks issued to each group. This information will be inserted on the card after the application has been approved by the Washington office and supplies are issued by the branch office to the various Organized Groups.

The remainder of the card record, in regard to maintaining a complete account of the individual daily cotton receipts, will be kept in the same manner as in the regular Grade and Staple work, appropriate space being provided for the following information: (1) Date samples were classed, (2) Tags from and (3) To inclusive, (4) Total samples in shipment, (5) Postage paid, (6) Sacks received, (7) Sacks returned, and (8) Remarks.

Receipt of Samples

Upon receipt of samples, the following information will be recorded on the card "Record of Weights": (1) date received, (2) number of sacks, and (3) shipping or postage charges. After this information has been entered, the sacks will be taken to the classing room, where the samples will be removed and placed on trays. The classification postcard will be detached from the sample tag and the stub or remaining part of the tag will be placed on top of the sample. The samples will be arranged on the trays in numerical order. After the samples have been classed, the stub will be retained in the sample for future identification.

Classification and Recording

Prior to classification of samples the recorder will prepare a classification sheet in quadruplicate recording each tag number and date ginned in the space provided.

Classers will not be advised as to the origin of the cotton. They are expected to class the cotton according to official cotton standards of the United States and not according to any preconceived idea of growth or origin.

The gin or group book will not be referred to by the Chairman or any member of his committee prior to the classification of any lot of samples.

Samples will be classed on the same day they are received when the condition of the samples is suitable for classing and insofar as facilities permit. However, should it be apparent that samples are not in proper condition for classing due to excess moisture, or a deficiency in moisture, or for other reasons, such samples should be properly conditioned before being classed. In instances in which classing rooms are equipped with humidification apparatus it is expected that use will be made of the equipment when needed.

The first lot of samples received from each group should be classed by two different committees, or if two committees are not available, by two different classers without the knowledge of the other's class. These two classifications should be compared, and samples upon which there is disagreement should be reviewed by both committees or classers and an agreement reached before any classification is either mailed to the group representative or recorded on Form 1 cards.

The first lot of samples from each group should be forwarded to the Board of Supervising Cotton Examiners, and plainly marked "First Lot."

Classification Sheets

A. Make an original and three carbon copies of all classification sheets.

B. Do not write the classer's or recorder's number or initials on the second and third carbon copies of the classification sheets. They will be written only on the original and first carbon copy. In all other respects, the carbon copies will show the same information as the original, including tag numbers.

C. Date classification sheets the same date on which the cotton is classed.

D. Do not record samples from more than one group on any one classification sheet.

E. Opposite "Group No." write the assigned group number.

F. Opposite "State" write the name of the State from which the cotton was received.

G. Opposite "District" write the number representing the district from which the cotton was received (districts used in grade and staple statistics reports).

H. Opposite "Date classed" insert the month, day and year cotton is classed.

I. Under the heading "Sample No." record in numerical order the Government coupon numbers of the samples classed.

J. Under the heading "Tag or Warehouse No." fill in the warehouse or gin number as shown on the Form 1 card.

K. Under the heading "Date Ginned" record the date as shown on the Form 1 card.

L. Under "Composite Grade" for upland cotton write the code number representing the grade and color as 51, 52, and 53, indicating Middling Extra White, Middling White, and Middling Spotted, respectively.

In recording grade and color for Pima, SXP American-Egyptian and Sea-Island cotton the grade will be

recorded in the "Composite grade" column and the code for growth in the "Color" column as in the past.

M. Under the heading "Preparation" write the code number representing the preparation. The preparation of every bale will be shown on the classification sheet.

In those instances in which the samples are rough enough to be reduced more than two grades, they will be considered as "gin-cut", and they will be given the "Below grade" code of 107 in the Composite grade column, the appropriate code number in the Preparation column and the "No Staple" code of 22 in the Staple Length column.

N. Under "Staple Length" write the code number representing the Staple. ALL SAMPLES WILL BE CLASSED IN THIRTY-SECONDS OF AN INCH.

O. Before any classification sheet is mailed, the head recorder shall check each sheet, paying particular attention to: (1) completeness; (2) legibility; (3) sequence of sample numbers; (4) group number; (5) date; (6) initials; and (7) classer number.

P. The head recorder shall also check total samples listed on sheets for each group against number of samples credited to group on "Group Record" cards. The head recorder will be held responsible for the proper performance of all recording work.

Q. In offices designated as "Classing Offices" at the close of each day's work, the original class sheet should be mailed in an envelope sealed with a wax seal, to the branch office.

R. At the close of each day, mail the triplicate copy of the classification sheet to the designated representative of the organized group from which the cotton was received. The quadruplicate or fourth copy will be mailed to the designated State agency. The duplicate copy of the classification sheet will be held at the classing office until called for.

In those instances in which samples are classed in the branch office, the duplicate copy of the class sheet will be held until called for.

The Form 1 cards on which the grower's name and address appears should be prepared in ink, checked and mailed each day on all samples classed during the day. Form 1 cards not showing the name and address of the grower should be filled out and sent with the classification sheets to the group representative along with a letter asking the representative to forward the cards to the grower concerned.

In transferring the classification to the Form 1 card no erasures will be allowed. If an error is made, a Form 1 card taken from a special book of cards assigned for this purpose will be used. The number on this card will be crossed out with ink and the number of the old card transferred in ink. This change should be initialed by the chairman.

In transferring the grade from the classification sheet to the card, the grade designation will be abbreviated instead of being shown by code number. For example, Strict Middling will be designated as "SM." The color will not be shown on the card, except in those cases where the color is other than "White", in which case the color will be written in abbreviated form on the card immediately after the grade designation.

Staple length will be shown in inches and/or fractions of inches, rather than by code number. For example, the staple length of samples classed as 1-1/32 inches will be 1-1/32, etc.

In case a sample is reduced in grade or staple, or both, the grade and length to which the sample was reduced is shown in the usual space on the card and, in addition, under the term "Reduced from A/C", the grade and staple designation will be shown that would have been applicable if the sample had not been reduced on account of preparation or character.

Example: If a sample is classed as 52-3-32 the Form 1 card is to be filled out as follows:

Grade	Staple	Reduced from A/C	Remarks
Mid.	1"	SM - Prep.	- - -

Example: If a sample is classed as 53-2-33 W1, the Form 1 card should be filled out as follows:

Grade	Staple	Reduced from A/C	Remarks
Mid. Spt.	1-1/32	1-1/16 - Weak staple	- - -

Example: If a sample is classed as 53-2-22X, the Form 1 card should be filled out as follows:

Grade	Staple	Reduced from A/C	Remarks
Mid. Spt.	No staple	- - -	Immature

Example: A sample classed as 72-5-22 should be recorded on the Form 1 card as follows:

Grade	Staple	Reduced from A/C	Remarks
L. M.	No staple	S.M. 1-1/16 - Gin cut	- - -

A facsimile of the signature of the Chairman will be stamped in the proper space on the Form 1 card. The chairmen should realize that they are fully responsible for any information that appears over their facsimile signatures. Therefore, chairmen should take proper precautions to safeguard the use of such signatures.

In all instances, the classification shown on the card will be checked with the classification sheet to make certain that the classification has been copied correctly, and as they are thus verified a √mark will be recorded on the classification sheet at the left of the sample number.

Upon completion of the checking of the grade and staple on Form 1 cards, the head recorder will fill out the information desired on the card entitled "Organized Group Card" under the heading of "Record of Samples." The information to be shown on this card will be obtained from the "Record of Weights" card and the classification sheet. There will be one of these cards prepared for each organized group.

Storing Samples

After the samples are classed, they are to be repacked in sacks with identifying tag numbers and stored for a period of seven days, after which time they will be considered as loose and disposed of upon instructions from the branch office. Laborers should be instructed to roll and pack the samples in the sack so that the coupon will stay in the sample and the samples will not become mixed. This will insure proper identification if the samples have to be reviewed.

Records to be Kept by the Classing Offices

Classing offices will be under the direct supervision of the branch offices and will receive instructions from those offices covering all phases of the work not covered under these instructions.

All correspondence for the field will be handled by the branch offices. Should it become necessary for the Chairman of the classing office to write letters of acknowledgment or the like, copies of these letters should be forwarded to both the branch office and Washington. Should the classing office receive correspondence, it would in turn be forwarded to the branch office for further handling.

The only records that will be kept by the classing offices will be as follows: (1) copies of correspondence referred to above, (2) copies of classification sheets, (3) "Organized Group Cards", (4) "Recorders Daily Report", (5) "Classers Weekly Report", (6) "Record of Weights" card, and (7) "Record of Staple Distribution", or Gin Book.

Recorders Daily Report: This report will be prepared in duplicate, for each day on which there is any classing, the original copy will be mailed daily to the branch office. Space is provided for a complete record giving the following information: (1) origin of the cotton, (2) number of bales classed from each group, (3) number of sacks received in each shipment, (4) number of sacks returned, and (5) the amount of postage or shipping charges.

Classers Weekly Report: This report will be made in quadruplicate; the original copy being sent to the branch office, the first carbon copy to the Washington office, and the second carbon copy for the classing office files, and the third carbon copy to the B.S.C.E., Memphis, Tennessee. This report will be prepared each Saturday for the previous week ending Friday. It will include the following information: (1) names of the classers, (2) number of samples each Committee classed each day of the week along with the time required to perform the classing. Spaces are provided in this report whereby the total number of samples classed each day by each individual committee is shown for the current week, and also a cumulative total number of samples classed by each Committee for the season to date. Cotton classed by active committees is to be reported by individual committees. Previous classing by inactive committees may be combined into one item. On the reverse side of this report, the classing office will give a brief summary of all official activities of the week along with a complete record of labor employed and employees on annual or sick leave.

Record of Weights Card: This is strictly a classing office record to be used in keeping an accurate account of the daily receipt of all cotton shipments. This record will contain the following information: (1) date samples are received, (2) number of sacks, and (3) shipping or postage charges. This card record is to be used when the cotton is first received in the office, and after the cotton has been classed it is to be used in the preparation of the "Organized Group Cards" report. Information that will be transferred from the "Record of Weights" card to the "Organized Group Cards" is as follows: (1) postage paid, (2) number of sacks received, and (3) number of sacks returned.

Record of Staple Distribution or Gin Book: This record will be the same as that now kept in branch offices. Detailed instructions on the keeping of this record will be received from the branch offices. Classing offices will summarize the data for the gin book on A-1 forms and attache these to the original class sheets prior to mailing to the branch offices.

For Branch Offices Only

The weekly classer's report will be prepared separately in field offices for those samples classed under the Smith-Doxey Act. Only a report on the number of samples classed and time spent in classing will be included in this report.

Each office will keep the original "Organized Group Card" current. That is, the date samples were classed, range of tag numbers, and number of samples will be posted on the card from the copy of the class sheet which will be mailed in daily from the classing office.

METHOD OF PROCEDURE IN OBTAINING SAMPLES AND COMPILING DATA FOR CHECKING THE UNIFORMITY OF CLASSING FOR CLASSIFICATION UNDER THE SMITH-DOXEY ACT

When samples are classed under the Smith-Doxey Act in any office the procedure of selecting and handling check samples will be exactly the same as that for selecting and handling grade and staple statistics check samples.

(For method of procedure, see pages 27 to 29 .)

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service

HUMIDITY DATA

Use of Thermometer

When available all self-recording thermometers will be used throughout the season beginning July 1, 1940, and continuing through June 30, 1941, regardless of whether or not any samples are on hand to be classed. The recording disk or chart must be mailed to the Washington office weekly for periods ending with the termination of official activities on Friday of each week.

Instructions for Obtaining and Recording Humidity Data

In order to complete a more detailed study of the influence of humidity on the variation in the classification of cotton, humidity readings will be taken daily in the classing rooms during the season 1940-41. The temperature readings are to be taken even though no samples may have been classed during the day. Each office will be provided with a sling psychrometer, where an automatic recording psychrometer is not available, to be used in obtaining temperature readings. The readings are to be taken three times during the classing day; namely, at 9 a.m., 11:30 a.m., and 2 p.m. It will be necessary to record only the temperature of the wet bulb thermometer and the temperature of the dry bulb thermometer in the same manner as is shown on the sample form on page 52. These forms are to be filled out in duplicate. The original is to be mailed to the Washington office and the carbon copy to the B.S.C.E. at Memphis. The last temperature reading on Saturday may be taken at 1 p.m. instead of 2 p.m. except when classing is being done after 1 p.m. Temperature readings need not be taken on Sundays or holidays unless classing is done on such days. The necessary instructions for the care and use of the sling psychrometer are as follows:

Sling Psychrometer. This instrument consists of a pair of thermometers, provided with a handle which permits the thermometers to be whirled rapidly, the bulbs being thereby strongly affected by the temperature of and moisture in the air. The bulb of the lower of the two thermometers is covered with thin muslin, which is wet at the time an observation is made.

The Wet-Bulb. It is important that the muslin covering for the wet-bulb be kept in good condition. The evaporation of the water from the muslin always leaves in its meshes a small quantity of solid material, which sooner or later somewhat stiffens the muslin so that it does not readily take up water. This will be the case if the muslin does not readily become wet after being dipped in water. On this account it is desirable to use as pure water as possible, and also to renew the muslin from time to time. New muslin should always be washed to remove sizing, etc., before being used. A small rectangular piece wide enough to go about one and one-third times around the bulb, and long enough to cover the bulb and that part of the stem below the

metal back, is cut out, thoroughly wetted in clean water, and neatly fitted around the thermometer. It is tied first around the bulb at the top, using a moderately strong thread. A loop of thread to form a knot is next placed around the bottom of the bulb, just where it begins to round off. As this knot is drawn tighter and tighter the thread slips off the rounded end of the bulb and neatly stretches the muslin covering with it, at the same time securing the latter at the bottom.

To Make an Observation. The so-called wet-bulb is thoroughly saturated with water by dipping it into a small cup or wide-mouthed bottle. The thermometers are then whirled rapidly for fifteen or twenty seconds; stopped and quickly read, the wet-bulb first. This reading is kept in mind, the psychrometer immediately whirled again and a second reading taken. This is repeated three or four times, or more, if necessary, until at least two successive readings of the wet-bulb are found to agree very closely, thereby showing that it has reached its lowest temperature. A minute or more is generally required to secure the correct temperature.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service
Division of Cotton Marketing

Temperature and Humidity
Record Sheet

Office_____ Month_____194_____

Date	Time	Temperature			Relative humidity	Average R.H.		
		Wet bulb	Dry bulb	Dif.				
Mon. ____	9:00 a.m.							
	11:30 a.m.							
	2:00 p.m.							
Tues. ____	9:00 a.m.							
	11:30 a.m.							
	2:00 p.m.							
Wed. ____	9:00 a.m.							
	11:30 a.m.							
	2:00 p.m.							
Thur. ____	9:00 a.m.							
	11:30 a.m.							
	2:00 p.m.							
Fri. ____	9:00 a.m.							
	11:30 a.m.							
	2:00 p.m.							
Sat. ____	9:00 a.m.							
	11:30 a.m.							
	2:00 p.m.							
Sum. ____	9:00 a.m.							
	11:30 a.m.							
	2:00 p.m.							

Forward the original copy to the Washington office and the carbon copy to the B.S.C.E., 1132 Falls Building, Memphis, Tennessee.

_____
Recorded by

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service

INSTRUCTIONS FOR HAND TABULATION OF SAMPLE DATA TO BE USED IN PREPARING REVISED QUALITY STATISTICS, CROP of 1940

Form G-1

Separate copies will be used for each gin for each of the five following ginning periods:

Prior to September 1
During September
During October
During November
After November 30.

If a series of copies is necessary, a "combined" copy should be prepared, on which will be recorded the sums of the totals on the separate copies for each individual grade and staple length. Samples recorded on Forms A-1 will be copied on Forms G-1. Care should be exercised to see that samples ginned in one ginning period only are copied on each Form G-1.

Before transferring data from G-1 to G-2 (1940), the "All lengths" total and the "All grades" total, and the total for each individual grade and staple must agree with totals on the check sheet -- Form G-3.

Form G-1-A

This is a continuation of Form G-1 for staple lengths 40 and longer. There must be one Form G-1-A for each Form G-1 which has samples in the column headed "40 and longer." The total of "40 and longer" on Form G-1 must be the same as the total on Form G-1-A.

Form G-2 (1940)

There will be one Form G-2 (1940) for each district for each ginning period. However, two sheets of Form G-2 (1940) may be required if the number of staple lengths in any one district exceeds the number of columns on one sheet. Insert in the first "Length _____" column the code number of the shortest staple length for which samples are shown, designating one column for each ensuing staple length, whether or not there are samples shown, and ending with the longest staple length for which there are samples shown.

Combine similar grades in each staple length column of Form G-1 for all gins in a particular district and ginning period. Enter resulting figures in the proper column on Form G-2 (1940).

The spaces provided for "Preparation" and "Tenderability" on Form G-2 (1940) will not be filled in unless otherwise instructed.

Form G-3 (1940)

There will be one Form G-3 (1940) for each gin for each ginning period. This form is to be used for checking purposes. The information on all Forms A-1, including Forms A-1 for delinquent samples, will be tabulated on Form G-3 (1940). The total of all grades and of all staples, and the total for each individual grade and for each individual staple, must agree with totals on Form G-1.

The total columns on each of the five Forms G-3 (1940) for each gin will be added together in order to provide a summary of the total crop for each gin. This summary may be placed in any convenient column of the first ginning period. All Forms G-3 for each gin will be stapled together before mailing them to Washington.

ALL HEADINGS ON ALL FORMS MUST BE COMPLETELY FILLED IN

All Forms G-1, G-1-A, G-2, G-3, G-5, and original classification sheets (attached to Forms A-1), will be mailed to Washington after the cross-classification data for each State has been completed.